**Risk Management Register**

**Organisation Name: [Insert]**

***Please note that the below risk categories are examples of risk and suggestions of how they can be managed. Add or remove rows as required. The Risk Management Register is intended to help aid the development of your own Risk Register as applicable to your organisation. It is one way of documenting the risk management process and does not preclude other approaches such as other forms/templates that suit you.***

| **Risk Category** | **Risk Description** | **Existing Controls** | **Risk Assessment – with existing controls (Please see the definitions of criteria the next page when completing this part)** | | | | **Action** | **Responsibility** | **Residual Risk Assessment – after action** | | | **Next steps** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Define which category the risk fits in to – for example, financial, operational, strategic, reputational | Describe the risk event, cause/s and consequence/s.For example,  *Something occurs … caused by … leading to …* | Describe any existing policy, procedure, practice or device that acts to minimise the risk | Effectiveness of existing controls | Risk Consequences | Risk Likelihood | Risk Rating | For those risks requiring action in addition to the existing controls. List:   * What will be done? * When will it happen? | Name who is accountable for the action. | Risk Consequences | Risk Likelihood | Risk Rating | Options are:  Very High/High – Immediate Action  Medium - Ongoing review required  Low - Only periodic review required |
| Organisational | Key member of organisation leaves, leading to important duties not being carried out for possibly a prolonged period of time leading to impact on the organisation | * Yearly appraisals with line manager * Staff contracts * CRM system in place, used regularly by all staff members to record communications and actions | Satisfactory  Poor  Unknown | Severe  Major  Moderate  Minor  Insignificant | Almost certain  Likely  Possible  Unlikely  Rare | Extreme  High  Medium  Low | * Devise alternate pathway for employee responsibilities to ensure work continues * to be actioned by XX-XX-XX * Quarterly 1-1’s with employees to discuss concerns * Trustee/National director is responsible * to be actioned immediately * Ensure handover procedure is in place and employee leaves detailed notes of work * employee manager responsible * to be actioned immediately | * XXX is responsible for this. | Severe  Major  Moderate  Minor  Insignificant | Almost certain  Likely  Possible  Unlikely  Rare | Extreme  High  Medium  Low | Low – only periodic review required as contingencies now in place if this occurs |
| Financial | A downturn in the economy leading to a decline in funding and donations | * Charity reserves policy in place   Fundraising events | Satisfactory  Poor  Unknown | Severe  Major  Moderate  Minor  Insignificant | Almost certain  Likely  possible  Unlikely  Rare | Extreme  High  Medium  Low | * Ensure that all trustees are aware of issue as soon as possible to ensure plans are put in place * Increase fundraising events * to be actioned by XX-XX-XX | * Fundraising team responsible. | Severe  Major  Moderate  Minor  Insignificant | Almost certain  Likely  Possible  Unlikely  Rare | Extreme  High  Medium  Low | Medium – no change after action – ongoing review required. |

**Consequences Criteria**

|  |  |
| --- | --- |
| **Consequence** | **Consequence Description** |
| **Insignificant** | Insignificant amount of lost time/money to the organisation  Insignificant impact on reputation – no noticeable reputational damage  First aid only – no measurable impact or lost time  Stress event – no intervention required |
| **Minor** | Minor amount of lost time/money to the organisation - recoverable speedily if addressed  Minor impact on reputation – Trust possibly questioned but recover speedily  Medically treated injury  Peer support for stress event |
| **Moderate** | Moderate amount of lost time/money to the organisation - potentially damaging  Moderate impact on reputation – Trust in company dented but can be recovered in time with good relationships  Hospital treatment (outpatient), less than 3 days lost time  Stress event requiring professional support |
| **Major** | Major amount of lost time/money to the organisation – impacting on workflow and commitments  Major impact on reputation – High degree of distrust - leading to reduction in donors/volunteers  Long term injury or illness (hospital admission)  Possible permanent disability  Stress event requiring clinical support |
| **Severe** | Severe amount of lost time to the organisation – catastrophic impact award participants/ events/ projects  Bankruptcy / Court fines  Severe impact on reputation – Trust lost completely - leading to severe lack of donors/volunteer  Fatality and/or permanent disability  Stress event requiring extensive clinical support for multiple individuals |

**Likelihood Criteria**

|  |  |  |
| --- | --- | --- |
| **Likelihood** | **Description** | **Indicative Frequency** |
| **Almost Certain**  **(>95%)** | Expected to occur | Prone to occur regularly  Is anticipated for each repetition of the activity or event |
| **Likely**  **(66 - 95%)** | Probably will occur  (“no surprise”) | May be anticipated multiple times over a period of time  May occur once every few repetitions of the activity or event |
| **Possible**  **(26 – 65%)** | May occur at some stage | May occur several times in the area over a period of time |
| **Unlikely**  **(5 – 25%)** | Would be surprising | May occur somewhere in the area over an extended period of time |
| **Rare**  **(<5%)** | May never occur | May occur somewhere, sometime (“once in a life time / once in a hundred years”) |

Note:

1. The indicative frequency may be relevant when assessing risk related to repeated activities or when objectives are to be delivered over discrete period of time but should not be the sole basis for assessment.

2. Likelihood may also involve consideration of exposure (e.g. if you live in a glass house you may be more prone to broken windows).

**Risk Rating Matrix**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | Consequence | | | | |
| Insignificant | Minor | Moderate | Major | Severe |
| Likelihood | Almost Certain | Medium | High | Extreme | Extreme | Extreme |
| Likely | Medium | Medium | High | Extreme | Extreme |
| Possible | Low | Medium | Medium | High | Extreme |
| Unlikely | Low | Low | Medium | Medium | High |
| Rare | Low | Low | Low | Medium | Medium |

**Acceptability Chart**

|  |  |
| --- | --- |
| **Extreme = Intolerable (without Executive**  **Oversight)** | Immediately consider whether this activity should cease. Any decision to continue exposure to this level of risk would be made at senior management level, would be subject to comprehensive analysis to generate a detailed risk treatment plan and be the subject of on-going oversight and high level review. |
| **High = Tolerable (with continual**  **Management review)** | Consider whether this activity should continue. This decision would normally be made at senior management levels, would be based on detailed analysis to generate a risk treatment plan and be subject to on-going review to ensure treatments remain effective and the benefits balance the risk. |
| **Medium = Tolerable (with frequent risk**  **owner review)** | Exposure to the risk may continue provided it has been appropriately assessed, has been mitigated to *As Low As Reasonably Practical* (ALARP) and is subject to frequent review to ensure the risk analysis and treatment remain valid. Permanent/long term actions to reduce the risk should be considered. |
| **Low = Acceptable**  **(with periodic**  **review)** | Exposure to this risk is acceptable but is subject to periodic review to ensure the risk does not increase and evolving treatment(s) or accepted standards do not vary. |